

**SUMMARY OF THE
ON-SITE ASSESSMENT COMMITTEE MEETING
MAY 15, 2002**

The On-Site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, May 15, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). The Chair Mr. Alfredo Sotomayor, of the Wisconsin Department of Natural Resources, led the meeting. The Agenda is given in Attachment A. A list of Action Items is given in Attachment B. A List of Participants is given in Attachment C. *The purpose of the meeting was to address items of importance identified in the Agenda.*

INTRODUCTION

Mr. Sotomayor called the meeting to order by taking attendance and reviewing the agenda.

TOPICS OF AGENDA

Announcements

- There is a new version of the NELAC directory on the website. Mr. Sotomayor will send all corrections to Anteon to make the appropriate changes.
- Recently, a training class called Assessments for ISO 17025 and NELAC was offered in California. There will be additional classes in Delaware (August) and another class in Chicago (October).

Agenda Repair

None

Status of Action Items

- Mr. Sotomayor sent the detailed NELAC 8 Agenda, proposed changes, and associated documents to Mr. Edward Kantor and Anteon.
- Mr. Sotomayor submitted the membership nominations to Ms. Jeanne Hankins and Ms. Silky Labie.
- A form to solicit assessor concerns with NELAC Standards will be discussed by the committee during this teleconference.
- Method checklists have been deleted from the NELAC website.

Approval of May 1, 2002 Minutes

The minutes were approved and accepted as written.

Assessor's Electronic Forum

Mr. Sotomayor asked for suggestions or improvements on the document he drafted for the assessor's electronic forum. It was suggested that an expected date for the forum and a deadline for submission be added. Mr. Sotomayor will send the draft form to Mr. Daniel Hickman for creation of a PDF form that can be sent via email and accept user input. Once the form is approved, it will be sent to the Accrediting Authority workgroup members and Ms. Jeanne Hankins.

Soliciting Input

The committee is seeking input for the forum, once the assessors are identified, to determine what questions or concerns they have regarding the Standard or how the forum should be conducted. Ms. Marlene Moore has gathered past information regarding assessor concerns. She will compile the information and send it to Mr. Sotomayor for review within the next few weeks. Mr. Sotomayor will compose a message for assessors with topics or questions to see if they would be useful in the forum or craft some content from the information sent by Ms. Moore by the next teleconference.

Training Needs for Assessors-Assistance from OEI

Mr. Frederick Siegelman of the Quality Systems committee asked Mr. Sotomayor to discuss how the Office of Environmental Information (OEI) could help meet the training needs of assessors. OEI has some resources and is looking for input from the On-Site Assessment Committee. The committee discussed various topics for training and decided to relay back to Mr. Siegelman that the most beneficial training might involve: hosting a refresher course dealing with changes to the standards; a course on electronic data review and on assessing integrity of electronic systems; a technical training course focusing on differences in quality assurance requirements between different approved methods; a technical training course on analyzing volatile organic compounds (VOCs); a course on writing assessment deficiencies; and co-sponsoring the assessor electronic forum in the future. Mr. Sotomayor will send these suggested topics to Mr. Siegelman for OEI.

ADJOURNMENT

There being no other issues to discuss, the meeting was adjourned.

NEXT TELECONFERENCE

The next teleconference is scheduled for May 29, at 1:00 p.m., EDT.

**AGENDA
ON-SITE ASSESSMENT COMMITTEE MEETING
MAY 15, 2002**

- | | |
|-------------|--|
| 1:00 - 1:05 | Call/Roll Call |
| 1:05 - 1:15 | Agenda Repair
Announcements
Status of Action Items
Approval of Past Minutes |
| 1:15 - 2:00 | Assessors' Electronic Forum
Soliciting Input |
| 2:00 - 2:30 | Training Needs for Assessors
Assistance from OEI |

**ACTION ITEMS
ON-SITE ASSESSMENT COMMITTEE MEETING
MAY 15, 2002**

Item No.	Date Proposed	Action	Date to be Completed
1	5/15/02	Mr. Sotomayor will send AA forum information to Dan for PDF form creation.	ASAP
2	5/15/02	Ms. Moore will submit previous assessor concerns to Mr. Sotomayor for review	ASAP
3	5/1/02	Develop a form to solicit assessor concerns with the NELAC Standards.	05/12/02
4	5/15/02	Mr. Sotomayor will relay assessor training topics to Mr. Siegelman for OEI	5/29/02
5	5/15/02	Mr. Sotomayor will compose a message of possible topics or questions for assessors to consider as part of the electronic forum.	06/12/02

**PARTICIPANTS
ON-SITE ASSESSMENT COMMITTEE MEETING
MAY 15, 2002**

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